





# ONBOARDING TRAINING CHECKLIST

## DCP Required Training

### New Hire Orientation

This orientation introduces DCP and provides tools and resources available for employees.





-  : 2 hours
-  : TBD
-  : All DCP Employees
-  : SiseneG Midget

DATE: \_\_\_\_\_  COMPLETE  N/A

### Maintaining a Safe and Respectful Campus

Sexual Violence, Harassment and Discrimination Awareness and Prevention

**CLICK ME:** [GET803](#)





-  : 35 minutes to complete
-  : First 30 days of employment, then biannually
-  : All DCP Employees
-  : Notify Dept. HR Rep once complete

DATE: \_\_\_\_\_  COMPLETE  N/A

### SSN Training

This training is required for all individuals who routinely work with SSNs. It is strongly recommended for those who may have access to SSNs directly or indirectly.

**CLICK ME:** [PRV804](#)





-  : 30 minutes to complete
-  : First 30 days, then annually
-  : All employees that handle SSNs
-  : Notify Dept. HR Rep once complete

DATE: \_\_\_\_\_  COMPLETE  N/A

### Red Flag Rules

This training is for members of the UF workforce who have access to identifying information, and members of the UF workforce in UF's medical components and their affiliated entities, whether they have access to health information or not.

**CLICK ME:** [PRV805](#)





-  : 10 minutes
-  : First 30 days of employment
-  : All DCP Employees who have access to the info in the description above
-  : Notify Dept. HR Rep once complete

DATE: \_\_\_\_\_  COMPLETE  N/A

### FERPA Basics & FERPA FOR FACULTY

This training is required for any member of UF's workforce with access to student records

**CLICK ME:** [PRV802 – Basics](#) or [PRV803 - For Faculty](#)





-  : 60 minutes
-  : First 30 days, then annually
-  : All employees that handle student info
-  : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A

### Effort Fundamentals

Total University Effort, committed effort and cost sharing.

**CLICK ME:** [RSH220](#)

-  : 20 minutes
-  : First 30 days
-  : Principal investigators, faculty, research admins, & employees who manage payroll distributions.
-  : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


# ONBOARDING TRAINING CHECKLIST

## DCP Required Training


### Cost Principles


Foundational document for determining the appropriateness of costs charged to federal grants. Reviews the principles of allowable costs.

**CLICK ME:** [RSH260](#)

 : 35 minutes

 : First 30 days

 : Principal investigators and Research Admins


 : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


### HIPPA & PRIVACY – General Awareness


The main focus of this training is health information; however, the same principles may be applied to all types of private data.

**CLICK ME:** [PRV800](#)

 : 45 minutes

 : First 30 days


 : Employees who deal with private data

 : Notify Dept. HR when complete


DATE: \_\_\_\_\_  COMPLETE  N/A


### PCard

- [What PCard Holders Need \(PST975\)](#)
- [PCard for Approvers/Reconcilers \(PST978\)](#)
- [PCard for Travel \(PST076\)](#)
- [PCard for Commodities \(PST077\)](#)

 : Each class takes 90 minutes

 : First 30 days

 : Various depending on role, select links for explanation


 : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


### Travel


Designed for departmental representatives who will assist "travelers" in their areas

**CLICK ME:** [PST930](#)

 : 90 minutes

 : First 30 days

 : All employees that need access to Travel module


 : Notify Dept. HR when complete


DATE: \_\_\_\_\_  COMPLETE  N/A

### Purchase Orders


This course is for shoppers, requestors, and approvers in the myUF Market system.

**CLICK ME:** [PST073](#)

 : 120 minutes

 : 30 – 60 days depending on unit needs

 : Shoppers/requestors/approvers


 : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


### Color of Money


This course introduces UF's sources of funds along with the accompanying rules, or directives, which govern how each type of monies may be spent.

**CLICK ME:** [UF\\_PRO302\\_OLT](#)

 : 90 minutes

 : First 30 days

 : Business admins and staff who process/manage transactions

 : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


# ONBOARDING TRAINING CHECKLIST


## DCP Required Training

### Active Shooter Training


Watch/Click the following:

- [UPD video](#)
- [UF Emergency Man](#)
- [UF PD Checklist](#)

 : 60 minutes

 : Once a year coordinated by Dean's Office HR


 : All UF employees

 : SiseneG Midget


DATE: \_\_\_\_\_  COMPLETE  N/A


**Time and Labor** This interactive session covers approving time and leave, managing exceptions, using time and labor tools, reporting, and basic rules on leave policy and practice.

**CLICK ME:** [Time and Labor](#)

 : 120 minutes

 : First 30 days

 : Employees that **approve** time


 : Notify Dept. HR when complete


DATE: \_\_\_\_\_  COMPLETE  N/A


### Fund Administrator Training


Essential online training outlining the policies and procedures for Fund Administrators across the University of Florida.

**CLICK ME:** [Fund Administrator Training](#)

 : 15 minutes

 : First 30 days, then annually

 : all UF Fund Administrators and applicable support employees. Ask if you are not sure.

 : Once complete request the security role: UF\_N\_UFF\_FAS through your HR rep in your unit.


DATE: \_\_\_\_\_  COMPLETE  N/A

# ONBOARDING TRAINING CHECKLIST

## DCP Supervisor/HR/Fiscal Training

### Supervisor Overview

Schedule a 1:1 meeting with **Dean's Office HR** for an overview of supervisor resources and tools

 : 1 hour

 : First 30 days

 : New Supervisors


 : Contact SiseneG Midget

DATE: \_\_\_\_\_  COMPLETE  N/A

### HR 101


A Practical Guide to Fair and Legal Supervision

**CLICK ME:** [SCS010](#)

 : 3 hour instructor led course at UF HR

 : First 30 days


 : New Supervisors


 : Notify Dept. HR when complete

DATE: \_\_\_\_\_  COMPLETE  N/A


### UF 101 (Create institutional awareness)

**CLICK ME:** [PRO301](#)

 : 90 Minutes

 : First 60 days  
: New supervisors plus HR, Grants, and Fiscal





 : Notify Dept. HR when complete


DATE: \_\_\_\_\_  COMPLETE  N/A

### PRO 3 Series

Fiscal Management Certification  
Combination of online/instructor courses

 : Completion of 11 required courses and 2 electives - view certification guide [here](#)

 : Begin after 6th month unless required for job


 : New Supervisors/Fiscal employees

 : Register at <http://mytraining.hr.ufl.edu/>


DATE: \_\_\_\_\_  COMPLETE  N/A

### PRO 3 Series: HR/Payroll Management Certification

Combination of online/instructor led courses

 : Completion of 12 required courses and 3 electives - view certification guide [here](#)

 : Begin after 6th month unless required for job


 : New Supervisors


 : Register at <http://mytraining.hr.ufl.edu/>

DATE: \_\_\_\_\_  COMPLETE  N/A

### Managing at UF: The Supervisory Challenge

Designed to provide UF leaders with meaningful information about the knowledge, skills, and behaviors necessary for being an effective manager in our diverse university environment.

 : Completion of all 10 required courses and 2 electives - view certification guide [here](#)

 : Begin within the first three months

 : New Supervisors

 : Register at <http://mytraining.hr.ufl.edu/>

DATE: \_\_\_\_\_  COMPLETE  N/A